Submission Process

The application process is a two-stage process as follows:
Stage One: Concept Note

Submission Instructions:
Eligible organizations interested in applying for an award in response to this RFA are invited to submit a Concept Note via e-mail to **UERFA@usaid.gov** (not to exceed **5 (five)** pages). **Concept Notes not submitted through** <u>UERFA@usaid.gov</u> **will not be considered.**   The electronic file must be labeled as follows: "[Organization Name]: Concept Note and [Organization Name]: Supporting Attachments". Proposed programs should have an estimated value and performance period. In developing the Concept Note, the applicant should carefully consider all information contained in this RFA. The Concept Note must be based on the overall description of the funding opportunity described in Section I of this RFA. USAID may opt to exclude from further consideration any submission which is not within these parameters. The Concept Note must clearly state if the application is for a Consortium Center award or a Single Institution Center award (See Section I.6 above).   Only applicants who have submitted a Concept Note will be eligible to submit a Full Application, if requested.

Closing Date and Time:

The email submission of the Concept Note in response to this RFA must be submitted electronically in MS Word or .pdf format and Excel for the budget and shall be due no later than **March 22, 2012 @ 2:00 p.m. EDT.** Concept Notes submitted after this date and time will not be considered. The time stamp on the email received shall serve as the official time of receipt. USAID bears no responsibility for transmission errors or delays.

Stage Two: Full Application
Instructions for Full Technical Applications
If initial review by USAID indicates the Concept Note merits further consideration for funding based on the evaluation criteria (see Section V.1 below), USAID will request a full application. The full application must be in English. The full application should reflect full consideration of all the information provided in the RFA. The full application consists of a Technical Application and Cost/Business Application, as described below. Note that a request for a full application does not represent a USAID funding commitment. Once notified, the applicant shall submit a Technical and Cost/Business Application no later than the date and time indicated below.

Submission Instructions: The Full Application, if requested, must be submitted via e-mail to **UERFA@usaid.gov.**. Full Applications **not submitted through** <u>UERFA@usaid.gov</u> **will not be considered.**   The electronic file must be labeled as follows: "[Organization Name]: Technical Application [Organization Name]: Cost/Business Application".

<u>**Closing Date and Time:**</u> The email submission of the Full Application in response to this RFA shall be due no later than **July 17, 2012 @ 2:00 p.m. EDT.** The time stamp on the email received shall serve as the official time of receipt. The USAID bears no responsibility for transmission errors or delays. Late applications will **not** be considered.